Access to PVI Sector Subsidised Training

Criteria for Access

Due to the limited number of subsidised course places available through our private, voluntary and independent sector core training programme and the large number of applications that are usually received, it is necessary to prioritise place allocation according to a set of criteria.

Initial priority for courses on our subsidised core training programme will generally be offered to providers meeting one or more of the following criteria:

- Contract with Reading Borough Council and located within the Reading Borough boundary
- Located outside Reading Borough but with a significant contract with Reading Borough Council
- No contract with Reading Borough Council but located within the Reading Borough boundary
- Voluntary organisations within Reading Borough that provide a social care service
- No dedicated training department within an organisation meeting at least one of the criteria above

Meeting one or more of the criteria above will not necessarily guarantee a place on a course.

Other providers meeting the following criteria may still apply for our training but may not be given a high priority when allocating spaces:

- Contract with Reading Borough Council but located outside Reading Borough
- Dedicated training department within the organisation and based within Reading Borough

There may be some exceptions to these guidelines depending on the Council's commissioning priorities. Although we will not operate solely on a 'first come, first served' basis for those meeting the criteria above, the date that we receive applications will be taken into consideration. We will generally allow a maximum of two places per organisation per course.

If a provider is identified by the Council as requiring additional help to access core training for their staff, or needs to undertake specific raining outside of the core requirements to meet their contractual demands, we will support them by:

- Commissioning the training on their behalf
- Providing a venue if we are able to do so

This support will be available subject to capacity within the Workforce Development Team. The provider will generally be expected to pay the full cost of the training.

Application Process

Complete one form per person per course and send to the postal, fax or e- mail address stated on the form.

If an application is accepted, the delegate will be sent joining instructions by post 2-3 weeks before the course.

If an application is not accepted, the applicant will either be put on a different date or the waiting list. The manager stated on the form will be notified of this by e-mail.

It is then the manager's responsibility to inform the applicant of the new date or to inform us if this date is not convenient.

If you have heard nothing by 2 weeks before the course, please ensure that you contact us to check whether a course place has been offered.

Charging Process

At the end of each month providers will be invoiced for the full amount for any training their staff have undertaken and/or any cancellation charges they have incurred. The individual courses and delegate names will be stated on the invoice for your reference.

Please ensure that your payment is prompt, as failure to pay could mean that we are unable to accept your staff on future training courses and/or that the amount owed could be taken off any funding that the Council may award you in the next financial year.

Exemptions from Charging

All courses are fully funded for unpaid carers and Personal Assistants directly employed by service users. Small voluntary organisations may also be able to attend courses free of charge. Please contact us if you are unsure whether you meet these criteria.

Some courses will be fully funded for everyone. These include all Safeguarding Adults, Universal Safeguarding Children and e-learning related courses. Please check the details in the course programme for each course before applying.

Cancellation Policy

The cancellation policy applies to all courses and all delegates. Please ensure that you read it before applying for any training. It can be found in the course programme or on our website at www.reading.gov.uk/pvitraining.